

AGENDA
Senior Staff Meeting
27 November 1963

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|----|--|-----------------|------|
| 1. | Early Retirement Legislation and Congressional Activity of Interest to the Agency | Mr. Houston | |
| 2. | Scholarship Program | Mr. Kirkpatrick | |
| 3. | Agency Policy in Regard to Reimbursement for Entertaining Officials of Other Government Agencies. | Mr. Kirkpatrick | |
| 4. | Next Senior Staff Meeting -- 16 December 1963 | Mr. Kirkpatrick | |
| 5. | Speeding on Approaches to Headquarters Building | Mr. Kirkpatrick | |
| ✓ | 6. Compartmentation and No Discussion of Case | General Carter | 25X1 |
| ✓ | 7. No Discussion or Gossip on White House Staff Changes | General Carter | |
| ✓ | 8. Briefing Notes for DCI's Use with President (Executive Director to pull together) | General Carter | ✓ |
| ✓ | 9. Mr. Kirkpatrick's Added Responsibility as Comptroller | General Carter | ✓ |

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3 December 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Senior Staff Meeting, 27 November 1963

1. See Attachment A for those present.
2. See Attachment B for agenda.
3. This meeting was called hurriedly in place of the meeting scheduled for 2 December. The Director wanted to make certain that senior officers of the Agency were admonished as soon as possible about the case and gossip on political developments around the White House.
4. Mr. Houston said that it is not possible at this time to know when or how the Senate will handle hearings on Early Retirement Legislation.
5. Mr. Kirkpatrick mentioned that the scholarship program was now formally underway and that the Agency is preparing to accept contributions either externally or internally.
6. Mr. Kirkpatrick mentioned that officers cannot be reimbursed for entertaining other US Government officials unless there are "outsiders" present. The matter of tax deductibility was discussed. Mr. Kirkpatrick mentioned that any technical questions on this matter should be referred to Mr. Fuchs.
7. Mr. Kirkpatrick warned those present to see that their subordinates understood the importance of not speeding along the highways to and from Langley Building.
8. Mr. Kirkpatrick mentioned that the next senior staff meeting would be held on 16 December in the USIB Conference Room; the meetings were getting too big for the Director's Conference Room.
9. General Carter said the papers for the DCI to brief the President should be sent to Mr. Kirkpatrick.

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10. General Carter mentioned that Mr. Kirkpatrick would be the new Comptroller. He also discussed the reshuffle of responsibilities under the old Comptroller setup. There will be a notice on this subject.

25X1 11. General Carter mentioned that the FBI has responsibility for the investigation on [] and we are cooperating with the FBI. He said in very strong terms that no Agency employee will repeat any information heard in this Building about the case. If anybody hears anything about [] he should report it to Mr. Helms. The Agency should behave professionally and do all it can to assist in the case.

25X1 12. A related subject, General Carter stated, was the matter of not gossiping about the jockeying for power around the new President. Agency personnel must be totally non-political and aloof in these decisions; we have no angles; being a professional service our job is to provide competence and continuity.

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Original - ER ✓
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25X1 Attachment A omitted as all components represented per []